



Mississippi State Society Bylaws

Revised August 2019

BYLAWS FOR AMT MISSISSIPPI STATE SOCIETY

PREAMBLE

This organization shall be known as the Mississippi State Society of the Medical Technologists (AMT). It shall be an unorganized constituent state society of AMT. Its purposes shall be the advancing of the purposes and principles of AMT, advancing the standards and the professions of its certificates, and the promotion of educational and social advantages and functions for its members. It shall be operated as a non-profit organization.

ARTICLE I

MEMBERS

All members of AMT resident in this state holding any class of membership in AMT shall be members of the same class of this society. The voting members of this society shall be the members whose current AMT dues are paid. This society may accord affiliate membership to a person, and provide for dues for such persons, pursuant to guidelines established by the AMT Board of Directors but such members may not vote nor hold office.

ARTICLE II

DUES

The annual state renewal membership fees for AMT certificates are included with AMT dues. State dues are refunded to the State Society from AMT.

All dues and other revenues of the society shall be used only for the purposes of this society and no part of such revenues shall be used for private benefit of any member.

ARTICLE III

MEETINGS

There shall be at least one meeting of the membership each calendar year, held at a place and time determined by the Board of Directors. The last meeting of the year shall be the annual business meeting.

Meeting notices shall be mailed or sent by electronic mail to all members at least (30) days prior to the meeting.

Special meetings may be called at the discretion of the President or Board of Directors. All Society members shall be notified by mail or electronic mail fourteen (14) days in advance of the meeting.

Mississippi State Society may schedule business and board meetings out of state in conjunction with a joint meeting or regional meeting. All such meetings are subject to the required notification criteria.

Mississippi State Society may conduct official business by way of electronic communication which may include, but is not limited, to telephone conferencing, electronic mail (e-mail), "web" meetings via internet, or any other reliable method of electronic communication. The Board of Directors will determine the manner in which meetings will be conducted, which may include both in-person and electronic participation simultaneously. All such meetings are subject to the required notification criteria.

State societies that conduct meetings by electronic means (either exclusively or in conjunction with in-person meeting) shall establish a system to account for participants who attend via electronic means. The System shall allow the official business to be conducted including attendance verification, presentation and discussion of resolutions, voting and other items of business.

ARTICLE IV

OFFICERS AND DIRECTORS

The officers of this society shall include a President, Vice president, and Secretary/Treasurer. These officers' shall have the duties and powers usually exercised and held by such officers in associations of the type and such as shall be given them by AMT and the Board of Directors of this society.

The officers shall have be members in good standing of AMT for at least one year prior to taking office.

The officers shall be elected by majority vote at the annual business meeting every other year.

All officers shall be elected for a two-year term, which term shall begin immediately upon adjournment of the annual business meeting in which elections were held.

The Board of Directors shall plan, manage, and conduct all business affairs of this society in accordance with established AMT policy.

The Board of Directors shall consist of the officers of this society, the editor of the state society publications, and at least two at-large directors.

The at-large directors shall be elected by a majority vote every other year at the annual business meeting. The editor shall be appointed by, and serve at the pleasure of, the Board.

In the event of vacancy in the office of the President, the Vice President shall succeed to the presidency. Any other vacancies of Board members, including elective officer, shall be filled by presidential appointment with approval of the state Board of Directors.

The Board of Directors shall meet at the call of the President, or three directors, on ten (10) day written notice. At least two meetings of the Board shall be held in each Calendar year; such meetings may be held in conjunction with the meetings of the membership. A majority of the Board shall constitute a quorum.

ARTICLE V

COMMITTEES

The committees of Mississippi State Society may consist of:

- Membership Committee
- Scientific Committee
- Publicity Committee/ Publications Committees
- Legislative Committee
- Auditing Committee
- Nominating Committee
- Other such committees as the Board may from time to time.

The President shall appoint the members of all standing committees subject to the Board's approval.

The Nominating Committee shall prepare and submit a slate of candidates for election at the annual business meeting every other year. Nominations shall be open to the floor.

ARTICLE VI

LAW OF THE SOCIETY

The rules contained in the most current edition of Robert's Rules of Order, shall govern the society unless the Robert's Rules are in conflict with these bylaws or AMT directives.

The Mississippi State Society shall in all things be governed by the bylaws, policies, and directives of AMT.

ARTICLE VII DELEGATES

1. Representation - The society shall be entitled to representation at the Annual Business Meeting by membership class. The number of which will be determined by the size of membership in accordance with Article IV, Section 2 of the AMT Bylaws.
2. Qualifications - All delegates (primary and alternates) shall have attended, within the past year, at least one business meeting prior to the AMT Annual Business Meeting. Delegates must have current AMT dues paid and be duly elected at the state meeting to represent the Mississippi State Society.
3. Responsibilities - Delegates shall fulfill all of their responsibilities as defined in the current AMT State Officers Manual. In addition, a minimal 200 word written report by the delegates is to be submitted to the President and Editor thirty (30) days after the close of the AMT Annual Business Meeting.
4. Delegate Reimbursement - Elected delegates must fulfill their responsibilities to the Mississippi State Society. If the state society funds allow, a delegate reimbursement will be given. The amount shall determine by the membership and voted on at the business meeting when delegates are elected.

ARTICLE VIII

AMENDMENTS

The bylaws may be amended only by a vote of two--thirds of the members in good standing present at a duly called state society meeting, provided that all members are given thirty (30) days' notice of the proposed amendments, and provided that the amendments have received prior approval by the AMT Judiciary Committee.

These bylaws were adopted by a two-third vote of the members of the Mississippi State Society of the American Technologists present at a duly called and held meeting of such state society at _____
on _____.

APPROVED:

Kimberly Chevront

Judiciary Councillor: _____
Kimberly Chevront, PhD MT

Date Approved 8/9/2019 _____

AMT

American Medical Technologists

Certifying Excellence in Allied Health

Mississippi State Society
Standard Operating
Procedure Manual

Revised October 2019

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American Medical Technologists Mississippi State Society

Standard Operating Procedure Manual

Section I: Mississippi State Society and Purpose

This organization shall be known as the Mississippi State Society of American Medical Technologists, a chartered society of American Medical Technologists.

The purpose of the organization shall be:

- To participate in AMT national programs and functions as a representative of the AMT members who are registered in the state.
- To promote AMT membership through collaboration with peers, advocating for allied health professionals, recruiting new professionals and promoting interest in healthcare careers.
- To provide continuing education opportunities for the members who are registered in the state.
- To provide an official publication for the members as outlined in the *State Officers Manual* and the *Publication and Electronic Media Committee Editors Manual*.

Section II: Statement of Compliance

This duly chartered society of American Medical Technologists shall comply with the bylaws, policies and guidelines of the national AMT organization.

Section III: Membership and Dues

- **Membership:** The membership of the Mississippi State Society consists of all AMT members in good standing as registered at the AMT office for the state and covering all disciplines certified. The AMT Board of Directors shall define and establish classes of membership. These classes include but are not limited to full members, associate members, affiliate members, and student members. Consult the *State Officers Manual* for definition of each of these classes of membership.
- **Dues:** The dues to the state society are collected by AMT in addition to AMT national dues. The state dues shall be rebated to the state society according to the rebate policy established by the AMT council as outlined in the *State Officers Manual*.

Section IV: Meeting

The guidelines for the Mississippi State Society in good standing and for rebate of the dues state that a minimum of the following meeting must be held annually, additional meeting in any category may be held at the discretion and need of the society.

Membership (business) meeting – one

Board of Directors meeting – two

Scientific meeting- one

- **Membership (business) Meetings:** General membership meetings will be held annually in association with the scientific meeting. This meeting shall be open to all state society members in good standing, each of whom shall be authorized to vote according to the bylaws of the society and AMT.

Business conducted at the annual business meeting shall include but is not limited to:

- Election of officers and board members.
- Election of delegates to AMT annual meetings.
- Approval of suggested changes in society bylaws.
- **Board of Directors Meeting:** Meetings of the Board of Directors are held to perform the business of running the society and all the functions this involves, in compliance with policies and guidelines of AMT and the Mississippi State Society. It is suggested that this group meet as often as necessary to accomplish the efficient performance of the society business.
- **Scientific Meetings:** Scientific meetings are held to provide continuing education to the AMT membership registered to the state society. Continuing education is a requirement for all AMT members, therefore it is the responsibility of the society to provide this opportunity to its membership. When organizing these meetings the full range of disciplines of the membership as well as the location and cost to the member should be considered.

Section V: Mississippi State Society Officers and Board of Directors

- The officers of Mississippi State Society shall consist of:
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Board of Directors
 - Will have a minimum of five (5) members (including the officers).
 - Must contain all elected officers as members
 - May automatically include the past-president as a member if the state by-laws so provide.
 - Should include the state editor.
 - Must contain a representative of each AMT certified discipline represented by the state society membership.

- Chain of Command:
 - Duties:
 - State President: The State President serves as the official AMT representative within the state by promoting AMT membership, careers in allied health and effectively communicates between AMT, the state members and the public.
 - Is responsible for conducting the office in strict accordance with National and State bylaws and AMT administrative policies.
 - Is responsible for the Mississippi State Society's activities, financial viability and property.
 - Will conduct at least the minimum required meeting each year.
 - Has oversight of the state publication ensuring the minimum annual publication requirements are met.
 - Must sign the business meeting minutes, will sign the board meeting minutes if serving as chairperson of the Board and will forward the District Councillor and Executive Councillor within 30 days following meeting.
 - Will submit the State Society News Report Form to the AMT office according to the designated schedule.
 - Will petition the Executive Councillor via the District Councillor for approval to hold joint meetings with other state societies and/or organizations.
 - Will obtain approval from the District Councillor for holding a state meeting in conjunction with a district seminar.

- Conducts the state business utilizing Robert's Rules for Parliamentary Procedure.
 - Serves as a communication link between the District Councillor, and the state members, thereby serving as the contact person for AMT at the state level.
 - Ensuring the District Councillor is informed of any incident detrimental to the state society or AMT.
 - Will conduct an annual audit, and conduct an inventory of state equipment.
 - Provide written reports as required to the District Councillor.
 - Will petition the District Councillor for permission to purchase state society equipment that exceeds the current allowable rate of (\$500).
 - Is directly responsible for the membership committee. Must contain a reprehensive of each AMT certified discipline represented by the state society membership.
 - Appoints the chairperson for the state membership committees and be informed of all activities conducted by state committees.
 - Informs the AMT office of officer's address changes.
 - Will approve payment for state expenses and report the financial status.
 - Will not schedule a state meeting three (3) weeks prior to or three (3) weeks after a district or national meeting.
 - Submit information for "Hall of Memories" to the council.
 - Represents the Voice of the state members by providing recommendations to the National AMT Board of Directors at the National Business meeting through the commission on membership of ways the Mississippi State can meet the professional and educational needs of the members.
- State Vice President: The Vice President must know the duties of the President and be ready to conduct that office in absence or incapacity of the President.
 - Has knowledge of the contents the State and national bylaws and the *State Officer's Manual*.
 - Assist the state president with committee assignments and other society functions.
 - Has oversight of all state committee activities except the membership committee.
 - Officiates as the Society's official host to guest and speakers, arrange for proper welcome, accommodation, and departure.

- State Secretary/Treasurer: The Secretary efficiently maintains records of all the state society activities in an organized manner. The Treasurer is accountable for all funds and financial records of the state society.
 - Takes minutes of the meeting, recording the key points and making sure that all decisions and proposals are recorded, as well as the name of the person or group responsible for carrying them out.
 - Prepares an itemized treasurer's report to be submitted with minutes of each business meeting.
 - Is accountable to president for all state or national property in his/her possession.
 - Ensures the Executive Councillor, the District Councillor and all the state membership receives notice of a meeting at least thirty (30) days prior to the meeting.
 - Prepare a draft of the minutes to state business/board meetings and provides the original copy to the State President within fourteen (14) days of meeting for approval.
 - Maintains contact names, addresses, and telephone numbers for State Officers, and Board of Directors.
 - Is knowledgeable in conducting business using parliamentary procedure and promptly sends all correspondence as decided by the state society.
 - In the absence of the Vice President, administer the duties of that office.
 - Ensure disbursements from the state account has President and/or District Councillor approval.
 - Ensure an annual audit is conducted.
 - Receive, record and deposit all funds and file receipts, and vouchers covering all disbursements.

- Board of Directors: The board of Directors is responsible for the proper conduct of the organization's administration and function. In addition to its administration function, the Board is the Executive Committee and the Ways and Means Committee of the state society.
 - Responsible for execution of the state society business and achieving the mission of the Mississippi State Society.
 - Responsible for the financial health of the Society.
 - Establishes policies of the society in accordance with the state bylaws, and guidelines and AMT bylaws, guidelines and policies.
 - Executes the removal procedure for officers and board members.

- Criteria: Any member of the state society in good standing is eligible for election to any state society office, as defined in the AMT bylaws, and policies.
- Election: The election of officers shall be as defined in the bylaws of the state society and is as follows:

Election for state officers and board members shall occur at the final business meeting of the year during which the term of office expires. (An exception can be made if voted on by the membership and board for meetings that are held outside of the state. If such occurs, the election will be held at the following business meeting.)

- Term of office: The term of office shall be defined in the bylaws of the state society with the newly elected officers assuming office as defined in the state bylaws, and is as follows:
 - Officers shall be elected for a two-year term, which term shall begin immediately upon adjournment of the annual business meeting in which elections were held.
 - “At-large” members of the Board of Directors shall be elected for three year terms, the expiration date of which shall vary so that one member is elected each year. The terms shall commence on the first day of the year following the annual election.
 - Unfilled positions will be filled according to state society bylaws.
- Removal: Removal from office shall occur in accordance to the bylaws of state society.
- Officers and board members may be removed from duty prior to expiration of their term of office for reasons including:
 - Failure to perform the duties assigned to their office.
 - Misuse or misappropriation of society property or funds.
 - Unexcused absences from three consecutive meetings, which were held on different dates.
 - Moving out of the state without resigning from their position.
- Procedure for removing officers and board members shall be:
 - Documented, by the state president, of the reason for dismissal.
 - Offending officer or board member has been contacted or repeated attempts to contact that member have been documented, and they were notified.
 - Of the commencement of the removal process.

- Of the date of the Board meeting where the removal will be on the agenda.
- Of their invitation to attend the meeting to present their arguments.
- The President presents the case for removal to the assembled Board of Directors, followed by a motion to remove from office.
- The offending officer or board member is afforded an opportunity to make explanation to the Board before a vote is taken on the motion for removal. This step will be omitted if the member is not in attendance at the meeting.
- Vote is taken to remove the officer or board member from office. Passage of the motion will follow state society bylaws.
 - The vacated office will be filled according to the bylaws of the state society.

Section VI: Committees and their functions

- Required by AMT
 - Membership committee: Under the direct supervision of the President, all officers and members are on the committee. The purpose and function of this committee is to promote AMT membership growth, both at the state and national level. This is accomplished by participation in AMT activities through direct involvement by participation in meetings, e-mail communications and conference calls for the state. Serve as a mentor to Allied Health students. Make nominations of qualified candidates for awards, appointments and offices.
 - Scientific Committee: This committee and its chairperson are appointed annually by the state President and supervised by the state Vice President. It is the duty of this committee to organize the scientific programs for the state society and aid the publication committee in obtaining scientific articles for publication. This committee is responsible for procuring the location for the meeting, speakers, and establishing the program. The committee provides the program to the state editor allowing enough time to ensure the meeting notices are e-mailed, or printed and mailed to the state membership at least thirty (30) days prior to the meeting.
 - Publication Committee/Publicity Committee: This committee and its chairperson (the Editor) are appointed by the State President. The committee functions under the oversight of the Vice President. Recommendations for

the publication committee members are made annually by the Editor to the President for appointment. The editor consults with the national Publications Councillor and adheres to the *State Society Editor's Manual* when establishing the state publication The *Magnolia State Newsletter*.

The duty of the committee is to be actively involved in representing the state society of AMT and relaying its activities through news releases to the local newspapers and other media contact. The committee promotes 'National Laboratory Medical Professionals Week' and 'National Laboratory Medical Assistants Week' within their facilities and communities. The chair of the committee should serve as the communication link between the AMT office providing news for publication.

- Legislative Committee: The committee and the chairperson are appointed annually by the state president. The committee's role is to stay informed of legislative issues within the state that involve the Allied Health, AMT and the state society's members. The committee's responsibilities include;
 - Maintain a current list of names and official address of the State's senators and representatives both on the state and national level. The committee members are responsible for contacting the legislator if the need arises.
 - Provide a list of the Committee Chairperson and committee members alone, with the names and contact information of the State senators and representatives annually, prior to the first of January, as mandated to the Judiciary Committee of AMT.
 - The committee will be actively involved in representing the AMT state society members, by communicating with their U.S. senators, congressmen and state legislators. When necessary the committee's role is to activate a "Grassroots" chain, relaying the support or opposition to legislation.
 - The chairperson will serve as a communication link between the State President, Secretary and the members in all matters pertinent to legislation as directed by the Judiciary Committee and Legal Counsel of AMT.
 - The committee will obtain copies of legislative bills filed in the legislature pertinent to AMT registrants, copies will be forwarded to the state President, and the AMT Judiciary Committee.
 - Prior to a committee member supporting/opposing state legislation, they must seek approval by the state legislative committee, the AMT Judiciary Committee and the AMT Executive Committee.

- Audit Committee: The committee and the chairperson are appointed by the state President annually for the purpose of the annual audit of the

state society records and finances. The state officers are prohibited from serving on the committee. The committee should consist of 3 to 5 members. The audit is to take place in the presence of the State Treasurer. In the absence or incapacity of the treasurer the President will sit in. The Chairperson is responsible for making a date notation in the state society's account books that the audit was made. A report of the findings must be made and signed by the members of the committee and filed with the state Secretary for permanent record. A signed copy is forwarded to the AMT office, District Councillor, and Executive Councillor. If there is a change in the Treasurer made during mid-term, a special audit must be made prior to acceptance of the books by the new Treasurer.

- Nominating Committee: Nominations are made by the state membership. The election is announced in two publications prior to election. A nomination form with the required elements for each office is included in the publication prior to the election.
- Optional Committees

In addition to the above committees, the state society may have as many additional committees as the best interest of the state society requires. It is recommended that each committee be listed in the SOP along with duties of the committee, the appointment of its members and the term of the appointment.

Section VII: Publications

- The name of the online newsletter for the Mississippi State Society is *Magnolia State*.
- The cover or first page contains the publication name and the state society name. Each issue contains a list of state officers, the editor, District Councillor their contact information and the volume number and issue number.
- Each issue will include the required editorial and educational information as listed in the Publications and Electronic Media Committee Editor's Manual.
- The state Editor will send an email blast along with the publication to the PEMC Chair for approval and posting to the state webpage semi-annually before May 15 and November 15.

Section VIII: Delegates to the Annual Business meeting

- **Criteria:** The number of delegates elected is dependent upon the number of AMT members in good standing. A delegate must be a member in good standing for the current year, have attended the last two state society business meetings and capable of fulfilling all the responsibilities of a delegate.
- **Election:** The quota of delegates from the Mississippi State Society will be filled by election. Nominations from the floor will be accepted at the business meeting just prior to the Annual Business meeting. The chairman is appointed by the state President from the elected delegates. The chairman is responsible for ensuring all the delegates fulfill the responsibilities prior to disbursement of moneys. The chairman has oversight of the credentialing, ensuring the delegates are credentialed prior to the business meeting. Alternate delegates will be elected in the same manner as delegates or appointed by the chairman as needed.
- **Responsibilities:** The following responsibilities must be met by a delegate for eligibility for reimbursement of travel expense:
 - All delegates must attend the Annual Business Meeting.
 - All delegates must credential prior to the Annual Business Meeting.
 - Delegates must assemble at the designated place and time determined by the chairperson of the committee to enter the hall together.
 - Delegates must attend the District Meeting.
 - Delegates must attend "Meet the Candidates".
 - Delegates must attend the "Resolutions Presentation".
 - Delegates must attend the "Town Hall Sessions".
 - Delegates must attend the "AMT Annual Reports".
 - Delegates must attend the "AMT AMTIE Business Meeting".
 - The Chairperson will assign each delegate to submit a 200 word minimum written report covering one or more of the above meetings, scientific programs, committee meetings, and/or social events. The report must be complete prior to receiving any expense re-imburement.
- **Delegates re-imburement:** As allowed by the state account balance and approved by the state members at a duly called state business meeting, a delegate re-imburement will be given to all delegates meeting the above listed responsibilities. The amount given is to be determined by the membership and voted on at the business meeting when delegates are elected.

Note:

- The state dues portion of the annual rebate moneys collected by the state society can be used as reimbursement to a delegate but NOT moneys

received from the national, i.e., state society rebates (which is to be used for state society expenses.)

- Disbursement of the Delegate re-imburement: The delegate re-imburement will be given when they have fulfilled all their responsibilities including the written report. This must be completed prior to the cut-off date of the next scheduled publication and business meeting.

Section IX: Awards

- Nominations for National Awards: Nominations must adhere to current guidelines as listed in AMT Bylaws and AMT *State officers Manual*. Note Award List, Criteria and Nomination Selection and Presentation based on National Guidelines.

Section X: Expenses

All State Society funds shall be deposited in the State's Account at the AMT home office and in according to guidelines established in current National and state bylaws and the current Officers Manual.

- Publications
 - Printing
 - Postage
 - Revenue
- Administrative
 - Official stationary and envelopes
 - Postage used for official purposes
 - Official phone calls made by officers and board.
 - Office supplies for officers to complete duties
 - State Society pins, plaques, certificates, speaker gifts, etc.
 - Printing and mailing of meeting notices for the state.
- Officers and Board of Directors (note: depending on availability of funds)
 - Travel: State Officers and Board members can receive mileage reimbursement, for traveling to and from required Board meetings, District and National meetings.
 - Lodging: Officers and Board members can receive one night's lodging during a called meeting of the Board of Directors, not to exceed \$100.00, if the state funds allow.

Note: Above expenses are not applicable if the individual's employer provides expenses.

Section XI: Review

- Review State Bylaws annually and document the action in the minutes of a Board meeting.
- Review State SOP annually and document the action in the minutes of a Board meeting.

The Mississippi State Standard Operation Procedure adopted October 19, 2019 by the Mississippi State Society of American Medical Technologists, and supersedes all previous MSSSAMT SOP and requirements.